

# United Kingdom Rocketry Association



## *Constitution*

Version 4.0  
August 2009



This document is published by the Council of the United Kingdom Rocketry Association and is valid with amendment slips provided as appropriate.

Amendment Status			
Revision	Date	Pages	Comments
1.0	20th June 1998	ALL	
2.0	10th August 1999	ALL	
3.0	16th January 2001	ALL	Proposed new constitution
3.1	8th April 2001	ALL	Consultation version of 3.0
3.2	29th December 2001	ALL	Accepted version. New Logo
3.3	10th December 2002	6,8,9	Council size reduction
4.0	April 2008	All	5.2.iv) - Expanded list of allowed attendees to AGM 5.3.i) - Reduced notice of Annual General Meeting 5.4.i) - Reduced time requirement for Constitution changes 5.6.iii) - Clarification of postal voting requirements 5.6.iv) – Addition of provision for online voting. 7 - Clarified / specified procedure. 8.2 - Wording change to allow more flexibility in electing executive officers. 11.3.i) - Council Elections clarification 11.3.ii) - Nomination procedure added 11.3.iii) - Ballot procedure added Published as Rev 4.0



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## 1 Title

- i) The Association shall be called the “United Kingdom Rocketry Association” or UKRA.

## 2 Mission Statement And Aims Of The Association

### 2.1 Mission Statement

- i) “To act as an enabling, advisory and standards forum for all parties interested in Rockets and Amateur Rocketry in the United Kingdom.”

### 2.2. Aims Of The Association

- i) To establish the UKRA Safety Code as a common standard.
- ii) To provide third party flight insurance for all “Full” members.
- iii) To encourage affiliation of all interested clubs.
- iv) To establish UKRA as “the primary liaison” with HSE, CAA, Police, BNSC and other interested parties.
- v) To operate a flight certification scheme.
- vi) To promote rocketry through education.
- vii) To issue a publication promoting amateur rocketry and the aims of the association.
- viii) To promote amateur rocketry in the United Kingdom

## 3 Membership

### 3.1 UKRA Membership Types

- i) **Full Senior Member:** This grants full access to the facilities offered by UKRA including flight insurance, access to UKRA publications, full voting rights, and the right to stand for election to any office within the Association. The minimum age for Full Senior Membership is 18 years of age
- ii) **Full Junior Member:** This is available to anyone under 18 years of age. All membership rights of a Full Senior Member are available, excluding the right to stand for election.
- iii) **Associate Member:** This type of membership is aimed at non-flyers. All membership rights of a Full Senior Member are available, excluding flight insurance and the right to stand for election.

### 3.2 BMFA Membership

- i) Where applicable, BMFA membership at the appropriate level, is included in UKRA membership

### 3.3 Club Affiliation

- i) Other clubs and organisations may affiliate to the Association at the discretion of the council. Rules for granting Affiliate Status are given in the UKRA Rules And Regulations.



#### 4. Subscriptions

- i) All membership subscription rates shall be as determined by the Council from time to time.
- ii) The Council may at its discretion introduce and withdraw discount membership types or schemes, and / or alter their conditions. Any schemes are described in the UKRA Rules And Regulations.
- iii) The membership year runs from 1st January to 31st December inclusive

#### 5 Annual General Meeting

##### 5.1 Date, Place and Time.

- i) The council shall determine the date, place and time of the meeting.
- ii) There will be one Annual General Meeting per calendar year.


##### 5.2 Representation.

The following shall be entitled to be present:

- i) Council Members including Elected Officers
- ii) All Members who have fully paid their membership subscriptions at least one month before the meeting.
- iii) Invited guests.
- iv) Any member or representative of the Police, Fire & Rescue Services, Judiciary, Military, relevant Regulatory / Enforcement Bodies or Government with an interest in the proceedings.

##### 5.3 Notice of Annual General Meeting and Business to be transacted.

- i) The Secretary shall give four (4) weeks minimum notice of the date of the Annual General Meeting.
- ii) The Secretary shall issue the Annual General Meeting Agenda and Election nominations prior to the date of the Annual General Meeting.
- iii) The Agenda for the Annual General Meeting shall provide for:
  - (1) Chairman's Remarks.
  - (2) Receive the Minutes of the previous Annual General Meeting.
  - (3) Receive the Annual Report of the Council.
  - (4) To consider the Audited Financial Statements, Balance Sheet, and the Report of the Auditors.
  - (5) To receive the Result of Elections to Council
  - (6) To appoint Auditors.
  - (7) To appoint a Solicitor.
  - (8) To consider alterations to the Constitution of the Association.
  - (9) To consider any General Business
  - (10) To consider any other business not specifically provided for in the Agenda.

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#### **5.4 Alteration to Constitution.**

- i) Notice of any proposed alteration to the Constitution of the Association must be submitted in writing by the proposer to the Secretary at least two (2) weeks before the Annual General Meeting for inclusion on the Agenda.
- ii) Any alterations to the constitution will come into effect immediately following a successful vote.

#### **5.5 General Business.**

- i) Providing that due notice in writing has been given to the Secretary at least two (2) weeks before the Annual General Meeting, of any matters of "General Business" these will be included on the Agenda.

#### **5.6 Voting**

- i) General Voting. Each person qualified to attend the Annual General Meeting shall have one vote. Voting shall be by simple show of hands and a majority of votes cast shall decide all matters before the meeting, except for any proposed alteration to the Constitution of the Association which must be supported by at least two-thirds of the vote.
- ii) Election to Council. All Full and Associate members are entitled to vote and will be able to cast Five (5) votes for separate individuals standing for Election to Council. Vote will be taken by ballot, before commencement of the Annual General Meeting. The Eight (8) candidates receiving the highest number of votes will form the Council. In the event of the same number of votes being cast for the final positions on the council lots will be drawn to assign places.
- iii) Postal Votes. Qualified persons unable to attend the Annual General Meeting may submit a postal vote in regard to Council Elections to the Secretary of the Association; such postal votes must be received by the Secretary, addressed to UKRA's postal address, at least one week before the date of the Annual General Meeting.
- iv) Where appropriate - and when a suitable and secure methodology can be implemented - voting on all issues and Elections may be carried out online. Such voting methods are to be available in addition to, but not in replacement of, more traditional methods for those Members able and willing to use them.

### **6 Special General Meeting**

#### **6.1 Convening the meeting**

- i) The Secretary shall convene a Special General Meeting by order of the Council or upon receiving a request to do so signed by not less than ten percent (10%), or at least twenty (20) Members of the Association, whichever is the greater.

#### **6.2 Notice.**

- i) The Secretary shall give one calendar month notice of all Special General Meetings.

#### **6.3 Date, Place and Time.**

- i) The Council shall determine the date, place and time of such meetings.

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**6.4 Agenda.**

- i) An agenda of the meeting shall accompany the Notice, and shall take the nature of the business for which the Meeting is being summoned.

**6.5 Other Business.**

- i) No other business shall be discussed at the Special General Meeting.

**6.6 Representation.**

- i) The requirements of item 5.2 will apply

**6.7 Alteration to Constitution.**

- i) Where a request under item 6.1 calls for an alteration to the Constitution, the Council, after due consideration, may if they so decide, instruct the Secretary to include on the Agenda their views on the matter.

**6.8 Voting.**

- i) The conditions of items 5.6 i) and 5.6 iii) will apply.

**7 Discontinuance Of The Association**

**7.1 Discontinuation.**

- i) Should an alteration of the Constitution which would involve the discontinuation of the Association, as at present constituted, be carried at an Annual General Meeting or a Special General Meeting, by the appropriate majority as specified in 5.6.i), the Executive Officers shall then refer this resolution to a postal ballot. All members who have representation rights under 5.2 ii) at the date of the meeting shall be included in the postal ballot. The postal ballot shall be held as soon as is practicable following the aforementioned meeting.

**7.2 Validity of resolution.**

- i) The resolution shall only become valid if it is supported by at least 75% of the total votes recorded in such a postal ballot.

**7.3 Confirmation of discontinuation.**

- i) Should the result of the ballot confirm that the discontinuance of the Association, as at present constituted, the Council will take the necessary steps to wind up the Association at the earliest possible opportunity.

**8 Executive Officers Of The Association**

**8.1 Executive Officers.**

- i) The Executive Officers of the Association shall consist of a Chairman, Deputy Chairman, Treasurer and Secretary.

**8.2 Election of Executive Officers.**

- i) The Executive Officers of the Association are to be elected by ballot from the Council, by the Council at the earliest practical opportunity following the Annual General Meeting.



**8.3 Rotation of Executive Officers.**

- i) The period of elected service is to be from one Annual General Meeting to the next.

**8.4 Removal of Executive Officers.**

- i) Chairman, Deputy Chairman Treasurer and Secretary may be removed from office upon a motion to that effect being passed by Council with a 75% majority of all Council members. The removal motion must be ratified by an Annual General Meeting, or a Special General Meeting called for the purpose.

**8.5 Replacement of Executive Officers.**

- i) If an Executive position is vacated for any reason during a term of office, then the Council must hold a ballot to elect a replacement from the Council at the first possible opportunity.

**9 Solicitor**

- i) The Association may appoint a Solicitor who shall be nominated and elected at each Annual General Meeting. The Solicitor may only attend meetings of the Association when specially invited by the Council.

**10 Auditors**

- i) The Association shall appoint Auditors. Such Auditors shall be nominated and appointed at each Annual General Meeting. No Officer of the Association or member of the Council shall serve as Auditor.

**11 Council Of The Association**

**11.1 The Council**

- i) The Association shall be governed by a Council
- ii) The Council shall manage, through its Committees, the affairs of the Association in accordance with the Constitution and Rules and Regulations of the Association and shall have all such administrative powers as may be necessary to properly carry out the objectives of the Association.

**11.2 Council Members**

- i) The Council shall consist of a maximum of Eight (8) members, as follows:
  - (1) Elected Executive Officers of the Association
  - (2) Elected Council Members
  - (3) Co-opted Council Members. These are Full members recruited to Council by elected Council members for specialist knowledge or to fill Council vacancies.

**11.3 Election to Council**

- i) The Council shall be elected prior to the commencement of the Annual General Meeting to serve during the period from one Annual General Meeting to the next in accordance with the voting procedures specified in 5.6.ii) and 5.6.iii).
- ii) Any eligible member may nominate themselves to the Secretary for inclusion on the next Council ballot between four (4) and twelve (12) weeks prior to that

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ballot. The Secretary shall call for nominations at least six (6) weeks prior to the ballot by post and by any other means of communication deemed appropriate by the Secretary.

- iii) With due reference to 11.3.ii) the Secretary shall post ballot forms to all eligible members at least three (3) weeks prior to the ballot; such ballots must to be returned in accordance with 5.6.iii) or handed to the Secretary or current Council Executive Officer prior to the Annual General Meeting in order that they be included in the count.

#### **11.4. Financial Matters**


- i) Without prejudice to the generality of the foregoing the Council shall have the power:
  - (1) To purchase or otherwise acquire any real or personal property of any interest in the same respectively on behalf of the Association and out of funds of the Association which shall be considered for the benefit of the Association at large whether directly or indirectly connected with the aims of the Association.
  - (2) To give direction to improve, develop, manage, mortgage, let or sell any real or personal property of the Association and to turn the same to profit and advantage, in any way that the Council may deem desirable.
  - (3) To borrow money either at one time or from time to time and at such rate of interest and in such form and manner upon any such security as the Council shall determine. The Council shall make all such dispositions of the property of the Association or any part thereof and enter into such agreements in relation thereto, as it may deem proper for giving security of such loans and interest.
  - (4) To lend or invest such funds or surplus moneys accrued in trust for the Association as a whole in such manner and upon such terms, as the Council shall deem fit.
  - (5) To subscribe or make grants from the funds of the Association to any other Association, Profession, Journal, Institution, Charity or other body having similar interests in the Association.

#### **11.5 Attendance At Council Meetings**

- i) Should any member of the Council be absent from five (5) consecutive meetings of the Council without reasonable excuse the council shall have power to declare the seat vacant.
- ii) Should any member of Council be unable to attend a Council meeting, the member should inform the secretary of such in advance of the meeting.

#### **11.6 Council Standing Orders**

- i) The Council shall have authority to make Standing Orders to regulate and control the business of the Council and the conduct of its members. Any member of the Council may propose amendments, alterations or additions to the Council Standing Orders by giving in writing to the Secretary a Notice of Motion, which shall then appear, on the Agenda for the next ensuing Meeting of the Council.

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- ii) Any accepted amendments, alterations or additions to the Council Standing Orders will be communicated to the membership at the first possible opportunity.

**11.7 Council Quorum**

- i) Each meeting of the Council must have a quorum of three (3) members including at least one (1) executive officer in attendance before the business of the Council can be proceeded with.

**11.8 Delegation Of Powers**

- i) The Council shall have power to appoint such Committees or Commissions as may considered necessary, and delegate all or any of its powers to such Committees or Commissions.

**11.9 Emergency Committee**

- i) The Executive Officers of the Association shall have full delegated powers to act for and on behalf of the Council in matters of an urgent nature arising between meetings of the Council, and where they have so acted they shall report the circumstances to the next meeting of the Council.

**12 Rules And Regulations Of The Association**

**12.1 Councils Powers.**

- i) The Council of this Association shall have power to make rules and regulations from time to time as they deem necessary, which shall become effective upon publication.

**12.2 Amendments**

- i) Any member may propose amendments, alterations or additions to the Rules And Regulations by giving in writing to the Secretary a Notice of Motion, which shall then appear, on the Agenda for the next ensuing Meeting of the Council.
- ii) Any accepted amendments, alterations or additions to the Rules And Regulations will be communicated to the membership at the first possible opportunity.

**12.3 Enforcement.**

- i) The Council of this Association shall enforce the Rules and Regulations of the Association as promulgated.

**13 Disciplinary Procedure**

**13.1 Disciplinary Committees**

- i) Disciplinary Committees may be appointed to will deal with:
  - (1) Serious breaches of any UKRA Rule or Regulation.
  - (2) Any member bringing the Association into disrepute.
  - (3) Any matter defined as gross misconduct in Item 13.4
  - (4) Any other matter where deemed necessary, and agreed upon by a 75% vote of the full Council.

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- ii) Committees will consist of three (3) elected Members of Council. The Associations Chairman shall appoint the Committee and nominate a Chairman.

**13.2 Disciplinary Procedure**


- i) The Disciplinary Committee shall deal with all reports or complaints, coming within their jurisdiction, by correspondence between the Members of the Committee.
- ii) Where, however, a written application is received asking for a report or complaint to be heard, the Disciplinary Committee shall determine the date, time and venue for the hearing.
- iii) Member(s) failing to reply to correspondence will after a suitable reminder letter be deemed to be in receipt of said correspondence and to be in agreement with it.
- iv) The decision of a Disciplinary Committee shall be final and not subject to appeal, except within the provisions of the Association.
- v) Disciplinary Committees will notify all persons concerned of their decisions, in writing within one (1) month of said decision.

**13.3 Sanctions Available to Disciplinary Committees.**

- i) The severity of the sanction applied will depend on the Disciplinary Committees judgement as to the seriousness of the infringement. Repeat offences will result in increasing levels of sanctions being applied. The following sanctions may be applied
  - (1) Disciplinary Committee letter of Admonishment.
  - (2) Recommendation for Suspension of Insurance for one (1) month in addition to Item 13.3 i)1
  - (3) Recommendation for Suspension of Insurance for two (2) months in addition to Item 13.3 i)1
  - (4) Recommendation for Suspension of Insurance for four (4) months in addition to Item 13.3 i)1
  - (5) Recommendation for Suspension of Insurance for eight (8) months in addition to Item 13.3 i)1
  - (6) Recommendation for Suspension of Insurance for three (3) years in addition to Item 13.3 i)1
  - (7) Lifetime ban from UKRA membership.

**13.4 Gross Misconduct**

- i) The following are defined as acts of gross misconduct:
  - (1) Serious infringement of the UKRA Safety Code.
  - (2) Victimisation or harassment of UKRA Members.
  - (3) Violent behaviour towards other UKRA Members.
  - (4) Attempt to defraud or mislead the Association.
  - (5) Embezzlement of UKRA funds.

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- (6)    Unauthorised use of UKRA assets.
- (7)    False representation of UKRA officials.

### **13.5 Recommendation of Suspension of Insurance**

- i)    While UKRA Flight Insurance is provided by a third party, the Council does not have the power to suspend insurance as a disciplinary sanction. However, upon such a sanction being passed in a Disciplinary Committee, the Safety and Technical Committee will make a recommendation to the insurers that Flight Insurance is suspended for the allotted time period.

## **14 Complaints By Members Or Affiliated Clubs**

### **14.1 Complaints Procedure**

- i)    Any complaint made by an individual or affiliated club shall be in writing to the Chairman with a duplicate copy sent to the Secretary.

### **14.2 Expenses**

- i)    Before hearing any complaint, the Council shall have the power to request payment of any foreseeable expenses with respect to the hearing of the complaint. If the complaint is found to be answerable (neither frivolous nor vexatious), then all monies paid will be returned.
- ii)   For a complaint to be found frivolous or vexatious at least 75% of the Council must be in agreement.

### **14.3 Representation**

- i)    No barrister or solicitor shall represent an individual or affiliated club at the hearing of a complaint unless he is the individual concerned or the Chairman or Secretary of the club concerned.

## **15 Accounts Of The Association**

### **15.1 Accounts**

- i)    The Council shall keep a Profit and Loss Account of the Association which shall contain all Income and Expenditure.

### **15.2 Surplus or Deficit**

- i)    Any Surplus or Deficit arising in the Accounts mentioned above shall be transferred to or from a high interest savings account.
- ii)   The Association being a non-profit making body established for promoting Amateur Rocketry in the United Kingdom shall not distribute to its members any Surplus Income over Expenditure.

### **15.3 Signatories**

- i)    Authorised Signatories for cheques drawn on the associations accounts shall be Chairman or Deputy Chairman and any other Executive Officers as required by the banking authorities.

## **16 Appointment Of Association Staff**

- i)    The Council shall appoint and fix the terms and conditions of employment of such whole-time or part-time staff as may be required.